

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 December 1957

FROM : OTR Orientation Officer

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SUBJECT: Weekly Activities Report #51  
11 December to 17 December 1957

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## REGULAR PROGRAMS

1. On 16 December the CIA Introduction was conducted for [ ] persons.

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2. On 12 December the CIA Review was conducted by [ ] for [ ] persons.

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## ADMINISTRATION

1. All programs are now backstopped, at least to the extent that either [ ] or [ ] is familiar with any given program. As to their availability at any given time, that would depend on their own commitments and, in case of conflict, on relative priorities. [ ] has previously been used for Special Briefings and for IAC briefings. [ ] has already had the opportunity of conducting the CIA Introduction, the CIA Review, and the Dependents Briefing.

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2. Both the OTR Orientation Officer and [ ] will be on leave for two weeks beginning on 23 December. Telephone calls will be taken by the Central Building receptionist, and urgent business will be referred to the office of the C/IS.

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## MISCELLANEOUS

A number of briefings on IAC subcommittees, set up by [ ] have been attended recently. They have proved fruitful.



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